

Planning Ahead: What to Think About and Do in the WEEKS Before You Move to a New Place

Name: _____ Date: _____

Helpers: 1) _____ 2) _____ 3) _____

4 weeks	3 weeks	2 weeks	1 week	Moving Day	First Night
To do: Tour and double check accessibility Submit written request for accommodations and modifications Sign lease Set up utilities Schedule movers Line up helpers for packing Notify old landlord of departure	To do: Begin packing low-use items Sell/donate things you don't need Create Emergency Evacuation Plan Hire/schedule attendant care Set up communications: telephone, cable, YTD	To do: Confirm movers Notify movers of special needs, e.g. adaptive equipment transport Contract for cleaning services, if needed, to clean old place before departure, and provide ongoing services at new place	To do: Pack everything except most needed items Walk through old place with landlord to make sure you can get security deposit back Confirm schedule for attendant care Give post office change of address so mail will be forwarded Confirm utility set-up dates Make a "first night" plan	To do: Walk through new apartment with landlord – note pre-existing condition or damage Pack last minute things such as toiletries Make sure old place is clean, lock door, return key Transport "stuff" Set up critical items: bed, adaptive equipment, personal items Arrange furniture and unpack much "stuff" away as possible Organize food/drink for helpers	To do: Follow your "first night" plan, which could include Call a friend Have an "unpacking" party Order pizza Go to bed early and prepare for big unpacking day tomorrow
What I will do:	What I will do:	What I will do:	What I will do:	What I will do:	What I will do:
Helper:	Helper:	Helper:	Helper:	Helper:	Helper:
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